



UNIT 4: INTEGRATING MULTIMEDIA

It7240 - July 25, 2009

AGENDA

- ✿ PowerPoint Tips - Review “PowerPoints that Rock”
- ✿ PowerPoint

WHAT MAKES A GOOD PRESENTATION

- ✱ Significance
- ✱ Structure
- ✱ Simplicity
- ✱ Style
- ✱ Rehearsal

SIGNIFICANCE:

- ✱ To share knowledge?
- ✱ To fulfill a requirement?
- ✱ Because you're expected to?
- ✱ All of the above?

SIGNIFICANCE:

- ✿ Determine what the subject content is and find out what **matters** most!

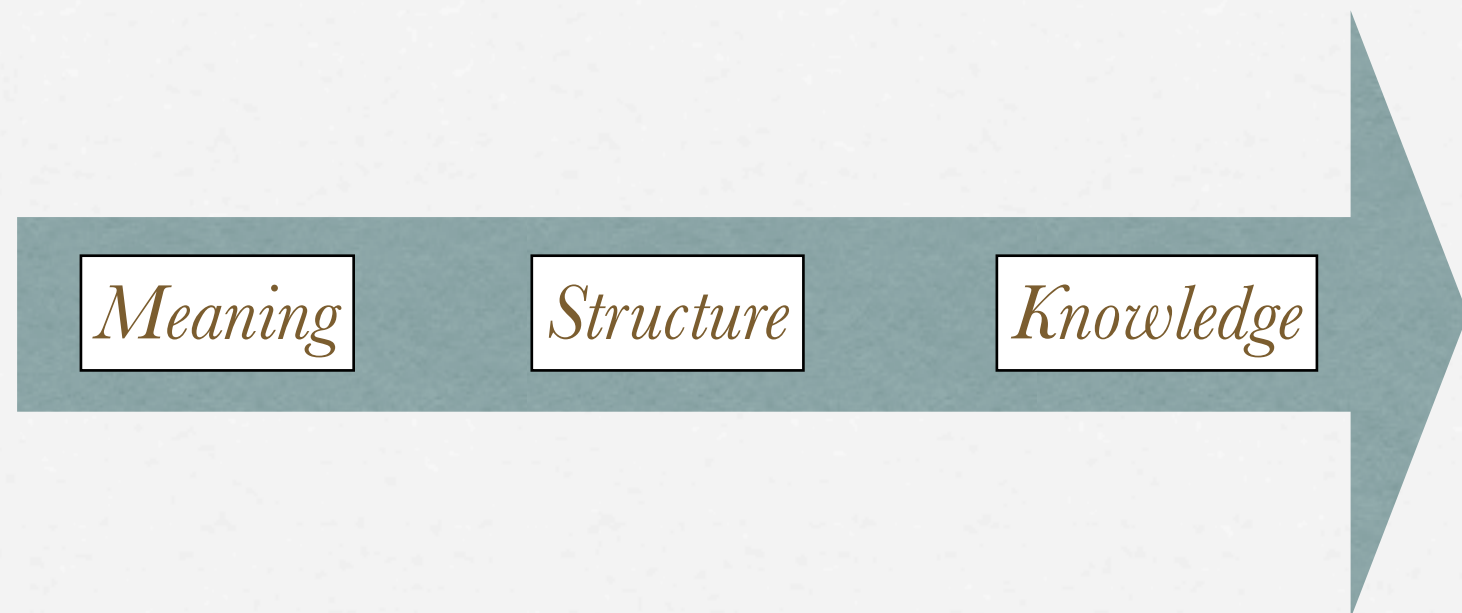


SIGNIFICANCE:

- ✱ Significance creates passion
- ✱ Passion attracts attention
- ✱ Attention leads to interest
- ✱ Interest makes a good presentation

STRUCTURE:

- ✱ Directional
- ✱ Memorable
- ✱ Scalable
- ✱ Logical



STRUCTURE:

- ✱ Where you are **taking** them
- ✱ Where you are **taking** them
- ✱ Where you are **taking** them
- ✱ Where you just **took** them

KNOWLEDGE

- ✿ Do the research first
- ✿ Know your topic
- ✿ Know the topic beyond the presentation
- ✿ Be prepared for questions and know the answers
- ✿ “Everything should be made as **simple** as possible but not **simpler**.”

KNOWLEDGE:

- ✱ Keep it simple
- ✱ Know KISS
- ✱ Use 3-4 of the best ideas
- ✱ Your audience will remember these

KNOWLEDGE

- ✱ Cram everything into your slide
- ✱ Use more than 3-4 bullets per page

KNOWLEDGE:

- ✱ Research has shown:
 - ✱ Bullets don't kill people
 - ✱ People kill people
 - ✱ Unintentionally
 - ✱ Yet regularly



DESIGN:

- ✱ One point per slide
- ✱ Use only a few matching colours
- ✱ Very few fonts - stay with the system fonts
- ✱ Use photos, not clipart
- ✱ Don't use transitions
- ✱ Use less text - stay with key words and phrases

STYLE

- ✱ Don't be a mumbler
- ✱ Project your voice
- ✱ Move around
- ✱ Be excited and enthusiastic about your topic
- ✱ Make eye contact

REHEARSAL

- ✱ Check the room, equipment, and slide show before your presentation
- ✱ The more you rehearse; the better the presentation

POWERPOINT 2008

- ✱ Interface
- ✱ Graphics (internal vs. external)
- ✱ Gallery effects/tools
- ✱ Actions and Animation - Who's on First?

LAB

- ✱ Tell your story - follow guidelines for a good presentation
- ✱ Bring in media (image, audio, video)
- ✱ Use gallery tools to create visual imagery
- ✱ Load your file into the class Wiki